

District _____
Name _____

DISTRICT LEAD CHAPTER DEADLINES CHECKLIST

First Semester

Please keep track of the duties that you have completed and send this checklist to the state office. This sheet should be turned in by January 16, 2008.

- | | |
|---|--|
| <input type="checkbox"/> AUGUST 15, 2007 | Return Lead Chapter Adviser Information form to State Office (Gold) |
| <input type="checkbox"/> SEPTEMBER, 2007 | District Planning Meeting |
| <input type="checkbox"/> OCTOBER 3, 2007
(or before) | Return District Leadership Conference Information to State Office (Blue) |
| <input type="checkbox"/> DECEMBER, 2007 | Send district entry event form to local chapters with a due date for it to be returned |
| <input type="checkbox"/> JANUARY 16, 2008 | Calculate the number of tests, rating sheets, etc., that you need to have copied and make arrangements for copying |
| | Contact TFI and set up training if online testing will be done |
| | This checklist and the sheet with the scantron and certificate order, and the skill testing information (Purple) are due in the State Office |

Send to:
Christina Hess
P.O. Box 480
Jefferson City, MO 65102-0480
Fax: 573-526-4261

District _____
Name _____

DISTRICT LEAD CHAPTER DEADLINES CHECKLIST Second Semester

Please keep track of the duties that you have completed and send this checklist to the state office. This sheet should be turned in by May 2, 2008.

- ☐ JANUARY 30, 2008 Send schedule for DLC to local chapters
- ☐ FEBRUARY 9-
MARCH 8, 2008 District Conferences
(District Conference Report Form DUE 3 days after
conference: use online form found at:
<http://dese.mo.gov/divcareered/forms.htm#FBLA>.
Save and send as an e-mail attachment to
christina.hess@dese.mo.gov.)
- ☐ APRIL 20-22, 2008 State Leadership Conference
Columbia, MO
- ☐ MAY 2, 2008 District Leadership Conference Financial Report due
in State Office. Use online form found at:
<http://dese.mo.gov/divcareered/forms.htm#FBLA>.
Save and send as an e-mail attachment to
christina.hess@dese.mo.gov.)
- ☐ MAY 2, 2008 District Leadership Conference
Notebook passed on to new lead chapter adviser
- ☐ MAY 2, 2008 Send this form to the State office

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